



**WIA WORK ORDER SOLICITATION NO. WIA-01**

**COMMUNITY AND SENIOR SERVICES  
WORKFORCE INVESTMENT ACT (WIA) TITLE I YOUTH  
PROGRAM SERVICES**

**YOUTH (14-21 YEARS)  
COUNTYWIDE**

**ISSUED UNDER THE DEPARTMENT OF  
COMMUNITY AND SENIOR SERVICES (CSS)  
MASTER AGREEMENT FOR  
YOUTH PROGRAM SERVICES**

**COUNTY OF LOS ANGELES  
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES**

**WIA WORK ORDER SOLICITATION NO. WIA-01**

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## **EXHIBITS**

- Exhibit AA: WIA Title I In-School/Out-of-School Youth Program Cumulative Performance and Financial Goals
- Exhibit AA-1: WIA Title I Youth Program Service Areas
- Exhibit A: WIA Title I In-School Youth Program Statement of Work
- Exhibit A-1: WIA Title I Out-of-School Youth Program Statement of Work
- Exhibit B: Glossary of Terms and Acronyms
- Exhibit C: Budget Form(s) and Narrative

## PART A – INTRODUCTION

### 1.0 PURPOSE

This Work Order Solicitation seeks qualified Bidders that can provide year-round comprehensive In-School and Out-of School Services for eligible Workforce Investment Act (WIA) Youth, ages 14-21. Community and Senior Services (CSS) is seeking to fund agencies with demonstrated experience in outcome-driven performance in the area of engaging Youth in education and unsubsidized job placement. Workforce Investment Boards (WIBs) are precluded from applying for the WIA Title I Youth Program funding.

Bidder may bid to serve **either** In School or Out of School Youth, or **both** and shall submit a separate bid for services in each proposed Supervisorial District. Bidder's program will be located in an area of highest need (e.g. area with high unemployment rate), pursuant to *Attachment AA-1 to this Work Order, WIA Title I Youth Program Service Areas*, as directed by the County. County will fund successful Bidders at a maximum of two programs.

#### Authority

The Workforce Investment Act (WIA) of 1998, as defined by Public Law 105-220, provides federal funds to the County of Los Angeles to implement the WIA Youth Program. The County of Los Angeles (County) has established and maintains the Los Angeles County Workforce Investment Board (LACWIB) to provide policy guidance and oversight with respect to activities under the job training plan for the County, in partnership with the County Board of Supervisors (BOS).

#### 1.1 WIA TITLE I YOUTH PROGRAM FOCUS/GOALS

The focus of the WIA Title I Youth Program is as follows:

- 1.1.1 Bidder shall work with K-12 to reduce drop-out rates of In-School Youth;
- 1.1.2 Bidder shall re-engage Out-of-School Youth in education and employment;
- 1.1.3 Bidder shall work with employers, education and others to connect Youth with jobs in high growth sectors with a path to professional growth; and
- 1.1.4 Bidder shall increase the number of Youth that receive post-secondary degrees and other credentials with a priority on high growth industries.

- 1.2 Successful Bidder will provide a full menu of services that incorporates the Ten Core Elements to help reduce the high school dropout rate, as defined in *Exhibit A to this Work Order, WIA Title I In-School Youth Statement of Work, Section 2.6 or Exhibit A-1 to this Work Order, WIA Title I Out-of-School Youth Program Statement of Work, Section 2.5* required by WIA, which include: tutoring, alternative secondary education, paid/unpaid work experience, occupational skills training, leadership development opportunities, supportive services, Adult mentoring, guidance and counseling, and twelve (12) months post program follow-up. The services should reflect a coordinated Youth development

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approach. All work-based learning projects must include and relate to basic skills-reading, writing, language and math. Youth need to make the connection between what they are learning in school and the application in the workplace.

- 1.3 **Program Focus for In-School Youth (ISY):** The focus of services for ISY is to ensure that a minimum of 300 eligible ISY, as defined in *Exhibit A to this Work Order, WIA Title I In-School Youth Program Statement of Work, Section 2.1* are provided with quality and effective Youth services that involve the participation of public Adult education and community colleges in the provision of education/training services to prepare Youth for postsecondary education and/or a career.
- 1.3.1 Eligible ISY shall be provided with quality and effective Youth services to better prepare them for a successful transition to post-secondary education and other goals as outlined in *Exhibit A to this Work Order, WIA Title I In-School Youth Program Statement of Work, Section 2.1.1*, as follows:
- 1.3.1.1 Successful Bidders shall ensure that a minimum of 300 ISY are enrolled, with a minimum of 65% of ISY exits attaining a degree or credential and 77% of ISY exits placed in employment or post-secondary employment; and
- 1.3.1.2 Successful Bidders shall ensure that 10% of ISY exits complete coursework in science, technology, engineering and math (STEM).
- 1.3.2 Successful Bidders shall work with K-12 Schools/Districts to reach out to high risk Youth to reduce drop-out rate pursuant to *Exhibit A to this Work Order, WIA Title I WIA In-School Youth Program Statement of Work, Section 2.5*.
- 1.3.3 Successful Bidders shall provide work experience and other supportive services based on Youth's assessed needs as directed by County.
- 1.4 **Program Focus for Out-of-School Youth (OSY):** The focus of the services for OSY is to ensure that 100 eligible OSY as defined in *Exhibit A-1 to this Work Order, WIA Title I Out-of-School Youth Program Statement of Work, Section 2.6*, are provided subsidized employment services including paid work experience, on-the-job-training, occupational skills training, support services, apprenticeships and pre-apprenticeship training programs in high growth industries , and follow-up needed for placement and retention into permanent unsubsidized employment in high growth industries as defined in *Exhibit A-1 to this Work Order, WIA Title I Out-of-School Youth Program Statement of Work, Section 2.6*.
- 1.4.1 Successful Bidders shall ensure that integrated workforce services are available and accessible to OSY between the ages of 17-21.
- 1.4.2 Successful Bidders shall ensure that eligible OSY are provided with quality and effective Youth services to better prepare them for a successful transition to post-secondary education and other goals as

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outlined in *Exhibit A-1 to this Work Order, WIA Title I Out-of-School Youth Program Statement of Work, Section 2.7, and as follows:*

- 1.4.2.1 Successful Bidders shall ensure that a minimum of 100 OSY are enrolled;
- 1.4.2.2 Successful Bidders shall ensure that 77% of OSY exits are placed in employment or post-secondary education and 65% of OSY exits attain a degree or credential; and
- 1.4.2.3 Successful Bidders shall ensure that 59% of OSY exits improve literacy/numeracy skills.
- 1.4.3 Successful Bidders shall establish priority of service for Subsidized Employment for OSY. Successful Bidders shall collaborate with employers, education and others, including industry associations, in high growth industries, as defined in *Exhibit A to this Work Order, WIA Title I Out-of-School Youth Program Statement of Work, Section 2.6*, to strengthen the ability to introduce Youth to career pathways and increase opportunities and options for subsidized and unsubsidized employment, paid internships, on-the-job training, apprenticeships and pre-apprenticeship training programs in high growth industries in the private sector, as well as in public and non-profit sectors.
- 1.4.4 Successful Bidders shall ensure that 25% of OSY are co-enrolled into the WIA Adult Program. For purposes of this Work Order, only Older Youth, ages 18-21, qualify for WIA Adult Program services and can be co-enrolled in the youth and adult programs.
- 1.4.5 For purposes of the WIA Title I Youth Program, 50% of total enrolled OSY must be Disconnected Youth, which is defined as being one of the populations below:
  - 1.4.5.1 **Foster Care Youth:** Successful Bidders shall establish priority of service for Foster Care Youth and emancipated Foster Youth. Successful Bidders must have a clearly defined program design for serving Foster Youth that leads to self-sufficiency and demonstrates alignment with AB 12 principles. Successful bids must coordinate with the Los Angeles County Department of Children and Family Services (DCFS) for referrals and coordinate services to Foster Youth in accordance with WIA Youth Directives and Bulletins, State and federal regulations, appropriate Laws and local County and LACWIB policy and regulations. Foster Care Youth are further defined at <http://dcfs.co.la.ca.us/aboutus/services.html>.
  - 1.4.5.2 **Probation Youth:** Successful Bidders shall establish priority of service for Probation Youth. Successful Bidders must have a clearly defined program design for serving Probation Youth that leads to self-sufficiency and demonstrates alignment with AB 12 principles. Successful Bidders must coordinate with the Los

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Angeles County Probation Department for referrals and coordinate services to Probation Youth in accordance with WIA Youth Directives and Bulletins, State and federal regulations, appropriate Laws and local County and LACWIB policy and regulations. Probation Youth are further defined at <http://probation.lacounty.gov/about/jssb.asp>.

**1.4.5.3 CalWORKs/Temporary Aid to Needy Families (TANF):**

Successful Bidders shall establish priority of service for CalWORKs/TANF Youth. Successful Bidders must have a clearly defined program design for serving CalWORKs/TANF Youth that leads to self-sufficiency. Successful Bidders must coordinate with the Los Angeles County Department of Public Social Services (DPSS) for referrals and coordinate services to CalWORKs/TANF Youth in accordance with WIA Youth Directives and Bulletins, State and federal regulations, appropriate Laws and local County and LACWIB policy and regulations. CalWORKs/TANF Youth are further defined at <http://www.ladpss.org/dpss/calworks/default.cfm>.

**1.4.5.4 General Relief (GR):**

Successful Bidders shall establish priority of service for GR Youth. Successful Bidders must have a clearly defined program design for serving GR Youth that leads to self-sufficiency. Successful Bidders must coordinate with DPSS for referrals and coordinate services to GR Youth in accordance with WIA Youth Directives and Bulletins, State and federal regulations, appropriate Laws and local County and LACWIB policy and regulations. General Relief Youth is further defined at <http://dpss.lacounty.gov/dpss/GR/default.cfm>.

**1.4.5.5 Homeless Youth:**

Successful Bidders shall establish priority of service for Homeless Youth, which is defined in Exhibit B, Glossary of Terms and Acronyms. Successful Bidders must have a clearly defined program design for serving Homeless Youth that leads to self-sufficiency. Successful Proposals must coordinate with DPSS for referrals and coordinate services to Homeless Youth in accordance with WIA Youth Directives and Bulletins, State and federal regulations, appropriate Laws and local County and LACWIB policy and regulations.

**1.4.5.6 Disabled Youth** –Successful Bidders shall establish priority of services for Disabled Youth. Disabled Youth shall mean an individual with one or more of the following:

- A physical or mental impairment that substantially limits one or more of the major life activities of such an individual;
- A record of such an impairment; and/or;
- Being regarded as having such impairment.

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1.4.5.7 **Females Seeking Non-traditional Occupations**-Successful Bidders shall establish priority of services for Females Seeking Non-Traditional Occupations. A Non-Traditional Occupation for women is one in which women comprise 25% or less of the total employment for that occupation. This term is further defined at <http://www.dol.gov/wb/factsheets/nontra2007.htm>.

1.5 **Service Areas throughout the County:** *Exhibit AA-1 to this Work Order, WIA Title I Youth Program Service Areas*, reflects the cities/areas of highest need within each Supervisorial District where WIA Title I Youth Program services shall be focused. Bidder shall provide services to Youth regardless of what area or Supervisorial District in which Youth resides.

## 2.0 STATEMENT OF WORK (SOW)

The scope of the services required by County is described in *Exhibit A to this Work Order, WIA Title I In-School Youth Program Statement of Work and Exhibit A-1 to this Work Order, WIA Title I Out-of-School Youth Program Statement of Work, Section 2.0*. The finalized SOW, and any addenda thereto, will be incorporated into and form a part of the resulting WIA Title I WIA In-School/Out-of-School Youth program.

## 3.0 DEFINITIONS

Throughout this Work Order references to certain specialized terms, persons, groups, and departments/agencies are defined in *Exhibit B, to this Work Order, Glossary of Terms and Acronyms*.

## 4.0 BIDDER MANDATORY REQUIREMENTS

Bidder shall meet the following mandatory requirements in order to be eligible for WIA Title I In-School/Out-of-School Youth Program funding:

- 4.1 Bidder(s) must comply with the Work Order format and requirements set forth in this document, *Part B, Section 6.0, Preparation and Format of the Bid*, when submitting its bid package.
- 4.2 Bidder must provide satisfactory evidence that its staff meets the staffing requirements pursuant to *Exhibit A, to this Work Order, Statement of Work, Section 4.0, Successful Bidder(s) Staff*.

## 5.0 FUNDING

Approximately \$8.5 million may be awarded through this Work Order to provide In-School and Out-of School Services under the WIA Title I Youth Program.

Of the total \$8.5 million, \$3.5 million shall be utilized for ISY services to be provided to a minimum of 300 ISY annually and \$5 million shall be utilized for OSY services to be provided to a minimum of 100 OSY annually. **Project sites will be located in or**



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**adjacent to areas of highest need as directed by County. Areas of highest need are reflected in Exhibit AA-1 to this Work Order, WIA Title I Youth Program Service Areas**

For example, if Bidder bids to provide WIA Title I Youth Program services in Supervisorial District 1, the project site designated by County will be located in or adjacent to the cities/areas of highest need (i.e. Azusa through West Covina) as identified in *Exhibit AA-1 to this Work Order, WIA Title I Youth Program Service Areas*.

Any additional funding received during the term of the Work Order shall be utilized only for participant wages as defined in *Exhibit B, Glossary of Terms and Acronyms*.

Bidder shall consider the criteria in *Exhibit AA, WIA Title I In-School/Out-of-School Youth Program Cumulative Performance and Financial Goals Chart* when submitting a bid

Current WIA Title I Youth funding methodology is developed based on three data factors as identified in U.S. Department of Labor's (DOL's) Training and Employment Guidance Letter (TEGL) dated May 10, 2011. The three (3) data factors required for allocating Youth funding are: 1.) Number of Unemployed, 2.) Number of Excess Unemployed, and 3.) Number of Economically Disadvantaged Youth.

Fiscal year 2013-2014 funding will be distributed proportionately amongst the five (5) Supervisorial Districts as follows:

## 5.1

Supervisorial District	Total Programs	Proposed In-School Programs	Proposed Out-of-School Programs	Funding Per Program
District 1	7	3	4	\$500,000
District 2	3	1	2	\$500,000
District 3	1	0	1	\$500,000
District 4	2	1	1	\$500,000
District 5	4	2	2	\$500,000
<b>Total</b>	<b>17</b>	<b>7</b>	<b>10</b>	

## 5.2 Anticipated Awards Resulting from this Work Order

County shall allocate funding within the five (5) Supervisorial Districts to a total of 17 programs at a maximum of \$500,000 each, of which 7 programs will serve ISY and 10 programs will serve OSY in areas of highest need pursuant to *Exhibit AA-1, WIA Title I Youth Program Service Areas* to provide the required services as defined in *Exhibit A to this Work Order, WIA Title I In-School Youth Program Statement of Work and Exhibit A-1 to this Work Order, WIA Title I Out-of-School Youth Program, Section 2.0, Specific Tasks*, to at least the specified minimum

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number of Youth annually. Of the total annual youth enrolled, a maximum of 20% may be carryovers as defined in *Exhibit B, Glossary of Terms and Acronyms*. The 20% carryover amount is only allowed during the second year of the Work Order (FY 2014-15); no carryovers are allowed during the first year of the Work Order (FY 2013-14).

Pursuant to Employment Development Department (EDD) Directive WSD12-10, dated November 30, 2012, the County will enter into cost reimbursement contracts with the most responsible Bidder. A responsible Bidder is defined as one that meets the technical requirements as defined in *Part A, Section 4.0, Bidder Mandatory Requirements* and provides the highest level of performance at the lowest cost (i.e., the more youth served, the lower the per-participant cost).

Funding levels are based on estimates and may change based on final State allocations.

## **6.0 TERM OF WORK ORDER**

Successful Bidders will enter into Work Orders for two (2) years, effective July 1, 2013 through June 30, 2015, with an option to extend for three (3) additional one (1) year periods, for a term not to exceed five (5) years. Renewal options will be at County's sole discretion. The term is conditional on the continuing availability of federal and State funds, and shall also be contingent upon Successful Bidder performance as specified in *Exhibit A to this Work Order, WIA Title I In-School Youth Program Statement of Work, Section 2.7, Performance Measures and Standards/Goals*, and *Exhibit A-1 to this Work Order, WIA Title I Out-of-School Youth Program Statement of Work, Section 2.7, Performance Measures and Standards/Goals*. Bidders that do not meet performance goals as stated in *Exhibit AA to this Work Order, WIA In-School/Out-of-School Youth Program Cumulative Performance and Financial Goals* within 18 months of Work Order execution will not be recommended for renewal of this Work Order, in the event County considers extending the Work Order term.

## **7.0 LEVERAGING**

Pursuant to EDD Directive Number, WSD12-3 [http://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/wsd12-3.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd12-3.pdf), the State guidelines emphasize that leveraging is a principle for all WIA Title I Youth Programs. As a result, matching, cost sharing, and cash contributions from the Bidder, or any other collaborative partner(s) is a critical element.

- 7.1 Leveraged resources can include a wide range of in-kind and non-WIA funded Benefits from personnel, volunteers, facilities, materials and direct participant costs paid from other public and private resources. Public resources can include co-enrollment in other federal funded programs, private grants, paid internships, supervisor hours, public education instructional services, donated materials, etc.

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- 7.2 Successful Bidders shall agree to leverage a minimum of 20% (\$100,000) from non-WIA funded activities in FY 2013-2014 and 25% in FY 2014-2015 in order to increase the amount of services provided to Youth and broaden the impact of the program itself.
- 7.3 For purposes of this Work Order, of the minimum yearly leverage amount, 50% must be cash and 50% can be In-kind leveraged resources.
- 7.4 Bidders shall utilize 25% of WIA Title I Youth Program funds for participant wages for FY 2013-2014 and 30% for FY 2014-2015. Participant wages include subsidized employment services for ISY and OSY in high growth industries to strengthen the ability to introduce Youth to career pathways and increase opportunities and options for subsidized and unsubsidized employment, paid internships and on-the-job training programs in high growth industries in the private sector, as well as in public and non-profit sectors.

**8.0 CO-LOCATION**

Successful Bidders shall share physical space at a County-funded WorkSource Center, which is defined as an agency that receives County funding to provide WIA Youth and/or WIA Adult and Dislocated Worker (workforce services to adults 18+) services, in order to provide a wider range of services that will allow Youth accessibility to Adult employment and training services as follows:

- 8.1 Co-location shall occur within 12 to 24 months of Work Order execution, at the direction of County.
- 8.2 Successful Bidder shall share operational costs (e.g. share of allocable costs such as rent, security, utilities, common area, grounds maintenance etc.) with the WorkSource Center.

**9.0 SUBCONTRACTING**

The requirements of this Work Order may not be subcontracted by Successful Bidder **without the advance written approval of County**. Any attempt by Bidder to subcontract without the prior written consent of County may be deemed a material breach of the Youth Services Master Agreement. Any Subcontractors which may be approved shall be limited to those with their principle place of business located in Southern California.

**10.0 COUNTY'S PERFORMANCE STANDARDS AND OUTCOME MEASURES**

- 10.1 After Work Order award and any subsequent amendments hereto, County will evaluate the Successful Bidder's performance as follows:
  - 10.1.1 Successful Bidder's performance will be reviewed/compared to the standards in *Exhibit AA to this Work Order, WIA Title I In-School/Out-of-School Youth Program Cumulative Performance and Financial Goals* on a quarterly basis.
  - 10.1.2 At each 3/6/9 month review from award or Work Order, if Successful

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Bidder is not satisfactorily progressing, technical assistance will be provided by County and a Corrective Action Plan (CAP) shall be required.

- 10.1.3 At 12 months from award or Work Order, if annual performance goals are not met, the Successful Bidder will be placed on probation, in accordance with Master Agreement Section 8.14, County's Quality Assurance Plan, and advised that performance standards/satisfactory progress must be met at the end of 18 months or the Work Order will not be renewed after the initial 24 month term.
- 10.1.4 At 15 months from award of Work Order, if Successful Bidder is not satisfactorily progressing, technical assistance will continue and an additional CAP shall be required.
- 10.1.5 At 18 months, if Successful Bidder's performance is not satisfactory, County will formally notify the Successful Bidder that the Work Order will not be renewed at the end of the initial 24 month term. While reviews/technical assistance will be continued through this Work Order to ensure Youth are properly served, a new Work Order will be released to solicit a new provider for that service area.
- 10.1.6 Any Successful Bidder's deficiencies that County determines are severe or continuing which may place the performance of this Work Order and any amendments hereto in jeopardy if not corrected may be reported to the County's Board of Supervisors CARD System, as further defined in the SOW Section 6.10.2.
- 10.1.7 Any such report as referenced in sub-paragraph 10.1.6 above will include improvement/corrective action measures taken by the County and the Successful Bidder.
- 10.1.8 Notwithstanding the performance requirements and corrective steps specified in sub-paragraphs 10.1.1 through 10.1.5 above, if improvement does not occur consistently with the corrective action measures, County may terminate this Work Order and the Master Agreement with the Successful Bidder, and/or any amendments in whole or in part, or take other action as specified in the Master Agreement.

## **PART B – INSTRUCTIONS FOR SUBMITTING BID PACKAGES**

### **1.0 OVERVIEW OF BID PROCEDURES**

- 1.1 The material below contains instructions and rules to be followed by Bidder responding to this Work Order. Included are the requirements that each Bidder must satisfy which include, but are not limited to, the format in which the Bid Package is to be submitted, and the procedures for submitting the Bid Packages.
- 1.2 All Bid Packages shall include the items and information referred to in *Part B of this Work Order, Section 6.0, Preparation and Format of the Bid*.
- 1.3 Bidder must complete all forms and submit them according to *Part B of this Work Order, Section 5.0, Bid Submission*. County reserves the right to not accept incomplete Bid Packages.
- 1.4 Bidder's Bid Package shall be used to determine Bidder's capability of rendering the services specified in this Work Order at the lowest cost. Failure of a Bidder to fully comply with the instructions in this *Part B* may eliminate its Bid Package from further review as determined in the sole discretion of County.
- 1.5 County reserves the sole right to evaluate the contents of Bid Packages submitted in response to this Work Order and to select the Successful Bidder(s).

### **2.0 COUNTY RIGHTS AND RESPONSIBILITIES**

- 2.1 County has the right to amend this Work Order by written addendum. County is responsible only for that which is expressly stated in the Work Order solicitation and any authorized written addendum thereto. Such addendum shall be made available to each person or organization which County's records indicate has received this Work Order. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Bid Package not being considered, as determined in the sole discretion of County. County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

### **3.0 TRUTH AND ACCURACY OF REPRESENTATIONS**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a Bid Package shall be sufficient cause for rejection of the Bid Package. The evaluation and determination in this area shall be at the Director of Community and Senior Services, or Director's designee, sole judgment and that judgment shall be final.

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PART B – INSTRUCTIONS

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**4.0 BIDDERS' QUESTIONS**

Proposers may submit written questions regarding this Work Order by email to the Contract Analyst identified below. All questions must be received by **April 11, 2013, 5:00 pm**. All questions, without identifying the submitting firm, will be compiled with the appropriate answers and issued as an addendum to this Work Order.

When submitting questions please specify the Work Order section number, paragraph number, and page number and quote the passage that prompted the question. This will ensure that the question can be quickly found in the Work Order. County reserves the right to group and summarize similar questions when providing answers.

Questions regarding this Work Order should be emailed to: [jvaldez@css.lacounty.gov](mailto:jvaldez@css.lacounty.gov) and responses will be released by **April 17, 2013**.

**5.0 BID SUBMISSION**

- 5.1 The original Bid and three copies shall be organized in a folder, and enclosed in an envelope, plainly marked in the upper left-hand corner with the name and address of the Bidder and bear the words: **"BID FOR WIA TITLE I IN-SCHOOL YOUTH PROGRAM SERVICES OR BID FOR WIA TITLE I OUT-OF-SCHOOL YOUTH PROGRAM SERVICES (whichever is applicable).**

**One (1) Bid is required for each Program (ISY or OSY) and for each fiscal year (FY 13-14 and FY 14-15).**

**The Budget Forms must be sealed separately and enclosed in the envelope referenced above.**

Bidder's Bid Package and any related information shall be delivered by **April 26, 2013 at 11:00 a.m. Pacific Daylight Time (PDT), to:**

Carol Domingo, Program Manager  
Department of Community and Senior Services  
3175 W. Sixth Street, Room 403  
Los Angeles, CA 90020

- 5.2 It is the sole responsibility of each Bidder to assure that its Bid Package is delivered to the person and at the address shown above before the submission deadline. Bidders shall bear all risks associated with the use of mail or other delivery service. No facsimile (fax) or electronic mail (e-mail) of the Bidder's Package will be accepted.
- 5.3 Any Bid Package received after the submission deadline shall be returned, unopened, to the Bidder and shall not be evaluated.

**PART B – INSTRUCTIONS**

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**6.0 PREPARATION AND FORMAT OF THE BID****6.1 Objective of Bid Package Submission**

The objective of this Bid Package submission is for CSS to ascertain the Bidder's ability to provide the highest level of WIA Title I Youth In-School and/or Out-of-School Program services countywide to eligible Youth at the lowest cost.

Bidder may bid on multiple Programs in multiple Supervisorial Districts, but will not be awarded work for more than two (2) Programs countywide.

**6.2 Bid Package Submission Format**

All Bid Packages must be submitted in the prescribed format, for each Program (ISY or OSY), fiscal year (FY 13-14 and FY 14-15), and Supervisorial District for which funding is being requested. Any Bid Package that deviates from this format may be rejected without review at the County's sole discretion. In preparing the written Bid Package, the Bidder shall ensure the following:

- Text must be legible, typewritten, and double-spaced.
- Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the Bid.
- Staffing Plan is limited to 1 page maximum. Resumes must be attached for all staff.
- Exhibit E, Staff Reference Form must be completed for all staff referenced on budget.
- Calculations on the budget forms must be accurate.

**7.0 BID PACKAGE CONTENT**

The content and sequence of the Proposal Package must be as follows:

- ☐ Bid Cover Page
- ☐ Staffing Plan
- ☐ Staff Reference Form(s)
- ☐ Budget Forms and Narrative \*

\*Budget Forms must be sealed and submitted separately within proposal envelope.

**7.1 Cover Page (1 Page Maximum)**

The cover page must be on the Bidder's stationery, transmitting the Bid Package. The cover page must include the Bidder's name, address, telephone, facsimile



**PART B – INSTRUCTIONS**

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number(s) and email address of the person(s) to be used for contact and who will be authorized to represent the Bidder.

The cover page shall identify the document as a Bid Package stating the exact name of the Work Order, Work Order Number, Program funding being requested (ISY or OSY), and Bid Package submission date.

**7.2 Staffing Plan (limit 1 page):**

Bidder must provide a staffing plan that will ensure full compliance with the requirements specified in *Exhibit A to this Work Order, WIA Title I In-School Youth Statement of Work, Section 4.0, Successful Bidder(s) Staff* or *Exhibit A-1 to this Work Order, WIA Title I Out-of-School Youth Program, Section 4.0, Successful Bidder(s) Staff* and the Bidder's stated methodology for providing WIA Title I In-School or Out-of-School Youth Program services. The staffing plan must be supported by resumes and be consistent with the Bidder's Budgeted costs.

**7.3 Budget Package**

Completed Budget Forms as well as a Budget Narrative is required as detailed in *Appendix A, Exhibit C to this Work Order*, for each fiscal year of the 2 year term. Bidder shall identify the proposed service area(s) in each Supervisorial District as specified in *Exhibit AA-1 to this Work Order, WIA Title I Youth Program Service Areas*, in which services shall be provided as defined in *Exhibit A to this Work Order, WIA Title I In-School Youth Program Statement of Work, or Exhibit A-1, to this Work Order, WIA Title I Out-of-School Section 2.0, Specific Tasks*, the total annual cost, the total number of ISY or OSY, and the per participant cost.

Bidder must submit a separate budget for each Program (ISY **OR** OSY), for each fiscal year (FY 13-14 and FY 14-15), for each proposed Supervisorial District. Bidder may not request less than \$500,000 and budget must reflect minimum leverage amount of \$100,000, or \$200,000 if Bidder is submitting budgets for both ISY and OSY Programs. Bidders are encouraged to serve more Youth than the minimum designated number referenced in *Work Order, Part A, Section 5.0, Funding*.

When submitting its budget, Bidder must take into account all costs associated with serving a Youth from point of enrollment, services provided, to completion or non-completion of program services, including all overhead/administrative costs.

As this Work Order will result in a two (2) year term, a separate budget for each fiscal year must be submitted. In determining the lowest bid, County shall average Bidder's two year per participant cost. Bidders will be held to the yearly per participant cost on submitted budgets.

**8.0 BID PACKAGE REVIEW**

8.1 Bidder's Bid will be reviewed for the following:



**PART B – INSTRUCTIONS**

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- Two (2) year average cost per ISO or OSY participant to provide WIA Title I Youth Program Services to the required minimum number of Youth participants annually;
- Budget Form(s) supports staffing costs as reflected in the Budget Narrative(s);
- Ability to meet leverage requirement; and,
- Ability to meet minimum participant wages requirements.

8.2 Bidders that demonstrate the ability to provide WIA Title I Youth In-School or Out-of-School Program services to the most participants at the lowest cost will be recommended for funding. Successful Bidders will be held to the yearly per participant cost reflected on the budgets submitted.